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6 FEB 1962

MEMORANDUM FOR: Deputy Director (Support)**SUBJECT: Preliminary ADP Study of the Office of Security**

1. This memorandum is for information and action as recommended in paragraph 5.
2. It refers to the subject study prepared by Chief, ADP, a copy of which has been forwarded to your office. It is noted further that Mr. Becker, Chief, ADP has requested approval of the undersigned on recommendations made in his study.
3. I have been over this study and believe it to be an excellent presentation. As you are aware, the Inspector General recommended every effort be made to automate the records of the Office of Security. I fully agree with the need to undertake positive action in this regard.
4. However, due to the interim budgetary costs that will be involved and certain personnel requirements, I feel that I cannot myself approve this study without permission of the Deputy Director (Support). As example, you will note in Section F of the report that budgetary costs throughout the first eighteen months of the initiation of the project will run in the neighborhood of thirty to fifty thousand per annum and possibly in the fiscal year 1964 an additional one hundred fifty thousand for equipment. Further, this project will require immediately a full-time employment of two Security careerists and after the period of 1-2 years may require an interim increase in the ceiling of from four to five additional. Again, I believe that it is obvious therefore I cannot approve this on my own.

5. Recommend:

- a. That the DD/S approve this as a DD/S project.

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b. That the Chief, ADP be instructed to prepare separate budget estimates to finance this project. (This to include the cost of professional consultants and the purchase or rental of necessary equipment.)

c. This Office will undertake to provide the initial two ceiling positions but reserves the right to seek your authority in temporary increases of the ceiling during the course of the project which, as you may know, might be over a period of four to five years.

6. It may be that you will wish to consult with Mr. Becker and myself on this matter. I point out that at the present Mr. Becker is providing a similar type of support to the DD/I project.

SIGNED

Field Edwards
Director of Security

APPROVED:

L. K. WHITE
Deputy Director (Support)

Distribution:

Orig. - D/S

2 - DD/S

1 - Chief, ADP

2 - ADP Staff (Messrs. [REDACTED])

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